

STREET MAINTENANCE MANAGER*Class Definition*

Under general direction, plans, organizes, and directs the activities of the Street Maintenance Division of the Public Works Department.

Distinguishing Characteristics

Street Maintenance Manager is a division head in the Public Works Department responsible for directing the activities of the Street Maintenance Division. The incumbent plans, organizes, and directs the City's street, bridge, and storm drain maintenance program. Street Maintenance Manager is distinguished from the class of Assistant Public Works Director in that incumbents of the latter have responsibility for multiple divisions. It is distinguished from the Street Maintenance Supervisor II in that the incumbent of the latter reports to the Street Maintenance Manager and is responsible for the day-to-day operations and assists in the administration of the Street Maintenance Division. This is an unclassified position in which the incumbent serves at the will of the Public Works Director.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes, and directs the work of subordinate personnel engaged in the maintenance of streets, storm drains, bridges, and related structures.

Oversees the inspection and evaluation work involved in the pavement management program.

Prepares, reviews, and administers budget estimates, bid proposals, equipment specifications, personnel actions, and progress reports on program activities.

Receives, investigates, and takes appropriate action on public complaints and employee grievances.

Monitors recordkeeping involving time, material, and equipment use reports.

Develops and oversees programs for safety and training of subordinate personnel.

Performs related duties as required.

Knowledge, Abilities and Skills

Thorough knowledge of the materials, tools, equipment, methods, and practices used in the construction, maintenance, and repair of streets, bridges, and storm drain systems.

Considerable knowledge of supervisory and managerial practices and procedures.

Considerable knowledge of the types and uses of automotive and construction equipment required in maintenance of streets, bridges, and storm drains.

Considerable knowledge of the safety programs and practices relating to the operation of heavy construction equipment.

Ability to plan, assign, and coordinate the activities of the City's street maintenance and pavement management programs.

Ability to develop cost estimates, bid requests, and technical and administrative reports.

Ability to establish and maintain harmonious working relationships with other City departments and the general public.

Ability to communicate effectively, verbally and in writing.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in civil engineering, public administration, business administration, or a closely related field and three years of supervisory experience in street maintenance, design, or construction. Additional experience in street maintenance, design, or construction may be substituted for the required education on a year-for-year basis.

Necessary Special Requirements

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

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